



# *Manager's Report*

## *for Council Meeting April 13, 2004*

### **FINANCE**

Listed below are new businesses licensed during this period:

#### **Business Name**

About the House  
Alfreolito Paint & Cleaning  
Ap Rhys Consulting  
Blueprints for Design  
Box Office Rentals  
Bryan's Painting LLC  
C & E Real Estate Services Co LC  
Calvin Klein  
Consulting Network Inc, The  
Ely, Alicia  
Farmer, Kathleen M  
Fuentes Catering  
Furniture Promotions  
General Woodworking  
Happily Ever After  
Herd Planning & Design Ltd  
Home Finishers LLC  
Homecall Inc  
La Creche  
Lavender Walk Antiques  
Loudoun Landmark Properties LLC  
Mandarin Express (new owner)  
Miss Bumble Design Studio  
Molina Express  
Outten Accounting  
Rave Reviews  
Riffle & Rise Consulting  
Rojas House Cleaning Service  
Sage in Bloom Sundries LLC  
Spectrum Flooring Inc  
Sunoco Coop  
Tropical Shades  
4 Akers Interiors

**HUMAN RESOURCES**

New hires, promotions, transfers and separations for the period of March 21, 2004 through April 9, 2004:

**New Hires**

Jason Yokum  
Joshua Pratt  
Kate Trask

**Position**

Webmaster  
Maintenance Worker I  
Recreation Program Manager

**Department**

Information Technology  
Street Division  
Parks & Recreation

**Promotions**

Sherry Bodine

Administrative Associate II

Police Department

**Transfers**

None

**Separations**

**Resignations:**

Amber Janak  
Tommy Kulas

**Position**

Fitness Supervisor  
Aquatics Supervisor

**Department**

Parks & Recreation  
Parks & Recreation

**Retirements**

None

**Terminations**

None

**PLANNING, ZONING & DEVELOPMENT**

**PLANNING DIVISION:**

<b><u>DIVISION OF CURRENT PLANNING</u></b>			
<b><u>PLAN REVIEW ACTIVITY</u></b>			
<b>PLANS REVIEWED DURING THE PERIOD OF:</b>			
<b>MARCH 13, 2004 – APRIL 5, 2004</b>			
<b>Project Name (Address/Location)</b>	<b>Project Type</b>	<b>Submission Number</b>	<b>Proposal Description</b>
FAA entrance improvements (825 East Market Street @ Lawson Road entrance) TLDW-2004-0003	No adverse impact certification plan	1 <sup>st</sup>	Redesign visitor entrance and add visitor parking spaces
Potomac Station, Parcel B Convenience Center (601 Potomac Station Drive @ southeast corner of Battlefield Parkway and Potomac Station Drive) TLSE-2004-0004	Special Exception referral	1 <sup>st</sup>	Construction of a 2,500 square foot gas station/convenience store
Potomac Station, Section 10, Lots 1404-1411 TLRD-2004-0001	Revision to approved construction drawings	1 <sup>st</sup>	Minor lot revisions
Dulles Motors Used Cars @ Parker Court (307 Parker Court) TLRD-2003-0005	Preliminary/final development plan	3 <sup>rd</sup>	Construction of a 2,292 square foot vehicle sales, repair and storage building

Patriot Office Park (0-100 block of Fort Evans Road) DP-2002-20	Preliminary/final development plan	3 <sup>rd</sup>	Construction of nine office buildings totaling @ 90,000 square feet
Beauregard Estates, Phase 5 (200 block of Lawson Road)	Construction drawings	6 <sup>th</sup>	Construction of nine single family detached residential dwellings
Loudoun Motor Sports (212 Catoctin Circle SE) TLDW-2004-0001	No adverse impact certification plan	2 <sup>nd</sup>	Retrofitting and construction of 10,800 square feet of vehicle sales/service @ old Southern States building <b>Expedited Review</b>
Loudoun County Fire & Rescue Training Center Expansion (Sycolin Road across from the Leesburg Airport)	Loudoun County referral	1 <sup>st</sup>	Expansion of the existing fire and rescue training center
Star Pontiac, Buick and GMC (East Market Street)	Request for preliminary/final authorization	1 <sup>st</sup>	
River Creek, Section 1A, Phase VII, Shoal Creek Drive (Shoal Creek Drive @ River Creek)	Construction drawings	4 <sup>th</sup>	Public water and/or sewer additions revisions to the residential area
Loudoun County Elementary School ES-13 (@ Kincaid Boulevard Extended/Cangiano Property) TLPF-2004-0003	Sketch plan	1 <sup>st</sup>	Construction of a 90,108 square foot elementary school
Leesburg Plaza Shopping Center (500 Block of East Market Street) TLPF-2004-0001	Preliminary development plan	1 <sup>st</sup>	Construction/renovation of a 120,000 square feet to include 4 new buildings, including a strip shopping center to replace the Kmart building, 2 drive-thru banks and one restaurant
Potomac Station, Section 8I (On the Aurora Court culdesac adjacent to Fort Evans Road ) TLRD-2003-0006	Revision to approved construction drawing	1 <sup>st</sup>	Grading revision to create an earthen berm between the rear yards of single-family residences and the public street
Cookes Crossing	Loudoun County Referral	2 <sup>nd</sup>	Public water and/or sewer additions revisions for 14 single family detached residential dwellings
Edwards Landing, Phase 3 Lot 268 – Sheet 29 (Erosion and Sediment Control & Landscaping)	Revision to Approved Construction Drawings	2 <sup>nd</sup>	Grading revisions
<b>PLANS ACCEPTED FOR REVIEW DURING THE PERIOD OF: MARCH 13, 2004 – APRIL 5, 2004</b>			
<b>Project Name (Address/Location)</b>	<b>Project Type</b>	<b>Submission Number</b>	<b>Proposal Description</b>
Mobil Car Wash TLDW-2003-0007 (Adjacent to Mobil Gas station at Battlefield Shopping Center)	No adverse impact certification plan	2 <sup>nd</sup>	Constructio of a carwash
Loudoun County Fire & Rescue Training Center Expansion (Sycolin Road across from the Leesburg Airport) STPL-2004-0021	Loudoun County referral	1 <sup>st</sup>	Expansion of the existing fire and rescue training center
Beauregard Estates, Phase 5 (200 block of Lawson Road)	Final plat	4 <sup>th</sup>	Construction of nine single family detached residential dwellings

Star Pontiac, Buick and GMC (East Market Street)	Request for preliminary/final authorization	1 <sup>st</sup>	
Beauregard Estates, Phase 5 (200 block of Lawson Road)	Final plat	4 <sup>th</sup>	Construction of nine single family detached residential dwellings
Kids Domain, LLC (Greenway Farm) TLPF-2004-0006	Preliminary Final Development Plan	1 <sup>st</sup>	Construction of 6,600 square feet of school/daycare
River Creek, Section 1A, Phase VII, Shoal Creek Drive (Shoal Creek Drive @ River Creek)	Construction drawings	4 <sup>th</sup>	Public water and/or sewer additions revisions to the residential area
Airport Commerce Park (Miller Drive) TLMS-2004-0001	Minor subdivision plat	1 <sup>st</sup>	Construction of 2 buildings for industrial/warehouse use
ECHO/Lawson Road Industrial park, Parcel 1B (behind ECHO building on Lawson Road)	Request for preliminary/final authorization	1 <sup>st</sup>	Construction of 2 buildings for industrial/warehouse use
Cookes Crossing	Loudoun County referral	2 <sup>nd</sup>	Public water and/or sewer additions revisions for 14 single family detached residential dwellings
Oaklawn @ Stratford/ Tolbert Lane Public Improvements (Tolbert Lane) TLPF-2004-0007	Preliminary/final development plan	1 <sup>st</sup>	Construction of public improvements to Tolbert Lane
Loudoun Motor Sports (212 Catocin Circle SE) TLDW-2004-0001	No adverse impact certification plan	2 <sup>nd</sup>	Retrofitting and construction of 10,800 square feet of vehicle sales/service @ old Southern States building <b>Expedited Review</b>
15 Wirt Street TLBA-2004-0001	Boundary Line Adjustment	1 <sup>st</sup>	Minor boundary line adjustment between two lots
Water Pollution Control Facility (1393 East Market Street)	Preliminary/final development plan	1 <sup>st</sup>	Expansion and upgrade of the water pollution control facility
Turner Wilson (200 block of Lawson Road)	Construction drawings	3 <sup>rd</sup>	Construction of 16 single family detached residential dwellings
God's Learning Center (101 Davis Avenue) TLPF-2004-0002	Preliminary/final development plan	1 <sup>st</sup>	Reuse of an existing 2,600 square foot single family residence as a school/daycare center

**PLANS APPROVED OR RECORDED DURING THE PERIOD OF:  
MARCH 13, 2004 – APRIL 5, 2004**

<b>Project Name (Address/Location)</b>	<b>Project Type</b>	<b>Submission Number</b>	<b>Proposal Description</b>
Beauregard Estates, Phase 5 (200 block of Lawson Road)	Construction drawings	7 <sup>th</sup>	Construction of nine single family detached residential dwellings <i>(In approvable form, awaiting bonding for public improvements)</i>
Jafari Office Building (40 Sycolin Road) DP-2002-25	Preliminary/final development plan	4 <sup>th</sup>	Construction of 6,000 square feet of office adjacent to an existing dwelling to be retrofitted for office use <i>(approved)</i>
Dulles Motors Used Cars @ Parker Court (307 Parker Court) TLPF-2003-0005	Preliminary/final development plan	3 <sup>rd</sup>	Construction of a 2,295 square foot vehicle sales, repair and storage building <i>(approved)</i>

**ZONING DIVISION****Zoning Permits Issued Residential**

Georgetown Mews 1 SFD @ \$300,000

Stowers 14 SFD @ \$100,000

Potomac Crossing 8 SFA @ \$55,000 & 4 SFD @ \$105,000

**Zoning Permits Issued Commercial**

671 Potomac Station Drive – interior fit-in Retail \$29,000

50 Catoctin Circle NE –Thoroughbreds Pub interior fit-in Leesburg Plaza Office@ \$50,000

224 Cornwall Street NW - interior alteration \$60,000 hospital

25 W. Market Street – temporary stage \$1000.00 town office/green

18 N. King Street – temporary stage \$1000.00 court house green

803 Sycolin Road SE - tenant fit-in \$9,400 Leesburg Airpark office

751 Miller Dr SE - interior alteration \$5,000 Ward Airpark

647 Potomac Station Dr NE - interior alteration \$961,620 Potomac Station Retail

**Occupancy Permits Issued Residential**

Potomac Station 5 SFA & 2 SFD

Drymill 6 SFA

Hamlets of Leesburg 3 SFA/Duplex

Stowers 3 SFD

Potomac Crossing 1 SFD & 10 SFA

Kincaid Forest 8 SFA

Stratford 3 SFA

**Occupancy Permits Issued Commercial**

241 Ft. Evans RD N.E. - interior fit-up

**Special Exceptions**

1. TLSE 2002-0012 KFC/A&W: Located at 911 Edwards Ferry Road, N.E. This application is for a fast food restaurant with drive-thru windows. This would be located off of Edwards Ferry Road, across from the existing Sheetz (site of the previously proposed SE for a Tires Plus). Revised plans were resubmitted on November 20, 2003. The Planning Commission public hearing was held on February 5, 2004. On March 18, 2004, the Commission voted 5-0-2 to recommend denial of this application. A preview of this application is scheduled for the April 12, 2004 Council work session. **A public hearing before Council is scheduled for April 27, 2004.**
2. TLSE 2003-0004 Water Pollution Control Facility Expansion & Utility Lines Division Maintenance Building: Located at 1391 E. Market Street. This application seeks to expand an existing water treatment facility ("Water Pollution Control Facility") from 5 MGD to 7.5 MGD plus relocate the Utility Lines Division service facility to the western portion of the site. The application was accepted for review on August 18, 2003. The Planning Commission public hearing has been rescheduled at applicant's request to provide additional time for staff and the applicant to address outstanding issues.
3. TLSE 2003-0007, 9 Cardinal Park Drive (Jerry's Ford): Located in the southwest quadrant of the intersection of Trailview Boulevard and Cardinal Park Drive. The applicant John's Ford, Inc. t/a Jerry's Leesburg Ford seeks special exception approval for an outdoor vehicle storage use on a portion of a 3.58-acre parcel. The plans were

rejected for review on November 19, 2003. The applicant is currently working on resubmission of the application.

4. TLSE 2004-0002 Leesburg Plaza West: Located on north side of East Market Street behind the Long & Foster building. The applicant seeks special exception approval to permit a 3,663 square foot bank with three drive-thru lanes on a proposed 54,000 square foot pad site. The plans were accepted for review on February 18, 2004 and are currently under review.
5. TLSE 2004-0003 Leesburg Plaza East: Located at the northwest quadrant of the intersection of Plaza Street and Market Street (in front of the Peebles store). The applicant seeks special exception approval to permit a 3,244 square foot bank with two drive-thru lanes on a proposed 34,590 square foot pad site. The plans were accepted for review on February 18, 2004 and are currently under review.
6. TLSE 2004-0004 Potomac Station Gas Station/Convenience Store: Located at the southeast quadrant of the intersection of Battlefield Parkway and Potomac Station Drive. The applicant seeks to build a 2,900 square foot convenience store with eight (8) gas pumps and a 1,012 square foot car wash. The application was officially accepted for review on March 4, 2004 and is currently under review by staff.
7. TLSE 2004-0005 Stanfield at Greenway: Located at 1241 S. King Street (the old Greenway Manor and outbuildings). The applicant, Stanfield Company, L.L.C. seeks special exception approval to build a 300-seat conference center in the existing manor house. The plans were submitted on March 9, 2004 and were officially rejected on March 22, 2004 due to deficiencies in the required traffic study and lack of required owners' signatures.
8. TLSE 2004-0006 Catoctin Circle Center - Bank: Located along Catoctin Circle, S.E. (behind the Giant grocery store). The applicant, Waterford Holdings L.L.C. seeks special exception approval to build a 10,000 square foot bank with drive-thru windows. The plans were submitted on April 2, 2004 and are currently under review for acceptance.
9. TLSE 2004-0007 Catoctin Circle Center – Parking Garage: Located along Catoctin Circle, S.E. (behind the Giant grocery store). The applicant, Waterford Holdings L.L.C. seeks special exception approval to build a 120,000 square foot parking garage for 400 vehicles. The plans were submitted on April 2, 2004 and are currently under review for acceptance.

### **Rezoning**

1. TLZM 2003-0003 Leesburg Central Rezoning: Located at the southeast quadrant of the intersection of Loudoun Street and Harrison Street across from the County Government Center. The applicant James D. Turner seeks to rezone six (6) parcels zoned B-1 and RHD to B-1 with a Concept Plan and Proffers to build approximately 23,500 square feet of commercial office space with some additional retail space. The Council public hearing was held on March 23, 2004. **At that meeting the Council adopted Ordinance No. 2004-0-32 to approve the rezoning request with proffers.**
2. TLZM 2002-0005 & TLSE 2002-0011 Misty Ridge Rezoning: Located on the east side of Sycolin Road across from the Stratford planned development, the applicant (D.R.

Horton Company) seeks to rezone 7.9 acres from R-1 to R-4 to permit 17 single family detached residential units on the property. Staff received revised plans on May 30, 2003. The Planning Commission public hearing has been rescheduled at applicant's request to provide additional time for staff and the applicant to address outstanding issues. Staff is waiting for plans to be resubmitted.

3. TLZM 2003-0005 Waterside at Leesburg: Located north of the terminus of the Dulles Greenway and east of Izaak Walton Park. The applicant, Waterside at Leesburg, LC, c/o ESDC, Inc. seeks to rezone approximately 51.5 acres from R-6, B-2 and B-3 to PRN to permit 201 residential units. The plans were accepted for processing by the town on November 21, 2003 and are currently under review.
4. TLZM 2004-0001 Meadowbrook: Located on the east side of Route 15, south of the Route 15 Bypass and west of Evergreen Mill Elementary School. The applicant, Centex Homes seeks to rezone 324 acres from R-1 to PRC (Planned Residential Community) to permit 1,356 dwelling units and 275,000 square feet of commercial uses on the property. The plans were submitted on January 30, 2004 and were officially rejected on February 11 due to deficiencies in the required traffic study.
5. TLZM 2004-0002 Stanfield Properties at Greenway Farms: Located at 1241 S. King Street (the old Greenway Manor and outbuildings). The applicant, Stanfield Company, L.L.C. seeks amendments to the approved Concept Development Plan and Proffer Statement for ZM-101 Allman Property to build a 300-seat conference center in the existing manor house and a 400-seat performing arts center. The plans were submitted on January March 9, 2004 and were officially rejected on March 22, 2004 due to deficiencies in the required traffic study and lack of required owners' signatures.

### **Town Plan Amendments**

1. TLTA 2003-0001 Waterside at Leesburg: Located north of the terminus of the Dulles Greenway and east of Izaak Walton Park. The applicant, Waterside at Leesburg, LC, c/o ESDC, Inc. seeks to amend the Transportation Element of the 1997 Town Plan to eliminate the extension of the Dulles Greenway from its interchange with the Route 15 Bypass to Catoctin Circle. The amendment was accepted for processing by the town on November 21, 2003 and is currently under review.
2. TLTA 2004-0001 Meadowbrook: Located on the east side of Route 15, south of the Route 15 Bypass and west of Evergreen Mill Elementary School. The applicant, Centex Homes seeks to amend the Transportation Element of the 1997 Town Plan to relocate Battlefield Parkway across the property. The amendment was submitted on January 30, 2004 and was officially rejected on February 11 due to deficiencies in the required traffic study.

### **Zoning Ordinance Amendments**

No Zoning Ordinance Amendments are being processed at this time.

### **Board of Zoning Appeals Cases**

BZA 04-01 Variance-301 S. King Street: The applicant, PHB Cider Mills seeks a variance to permit an increase in the maximum front yard setback in the RHD (Residential Historic District) from 20 feet to 45 feet. At the March 1, 2004 meeting the Board of Zoning Appeals granted the applicant's request to defer the variance application until June 2004.

BZA 04-02 Appeal-17 S. King Street: the applicant, Rouge, L.L.C. appealed the Zoning Administrator's determination that the window signs for Rouge Boutique & Spa at 17 S. King Street were installed without sign permits and is not in conformance with Board of Architectural Review approval (case BAR 03-28) in violation of Zoning Ordinance Sections 15.2 Sign Permit Required and 3.10.11 Conformance with Permit Required. At its April 5, 2004 meeting the BZA upheld the Zoning Administrator's determination by a vote of 5-0.

### **Board of Architectural Review Cases**

The next B.A.R. meeting will be held on Monday, April 19, 2004. The agenda includes 24 applications.

### **WATER & SEWER ADMINISTRATION**

During this time frame there were:

- 79 Public Facility Permits issued totaling \$968,104.00
- 34 work orders issued for meter sets
- 49 requests for occupancy inspection were issued.

### **Capital Projects Update**

- Water Meter Conversion – The project has been completed and the contractor is working on punch list items.
- During this period, six plans and two requests for modeling were received for review within the service area.
- Several meetings were held with the developers and engineers to review upcoming projects.
- An RFP is being prepared for miscellaneous water and sewer replacement projects.
- The final design for expansion of Water Treatment Plant has begun.
- A meeting was held with our engineers to review the latest set of review comments for the Woodlea Manor Pump station. The project may be ready for advertisement in June.
- The traffic analysis for the special exception plat for the Water Pollution Control Facility and the Utility Maintenance Division has been submitted to the Virginia Department of Transportation for review. The final construction plans for the expansion and upgrade have been received and submitted to the Planning Department for review.
- An IFB is being issued for sludge removal services at the Water Treatment Plant.



**TOWN OF LEESBURG**

Full-time vacancies as of April 9, 2004

Department	# Vacs	Position Title	Date of Vacancy	Ad Placed	Apps Rcvd	Prelim Interview	Final Interview	Offered	Accepted
<i>Airport</i>	1	Airport Director (Second recruitment)	7/1/03	√	√				
	1	Maintenance Worker I		√	√	√			
<i>Econ Dev</i>	1	Administrative Associate II	3/9/01	On hold*					
<i>Eng &amp; PW</i>	1	Senior Engineer (readvertise 3-1-04)	7/1/02	√	√				
	1	Maintenance Worker I	2/20//04	√	√				
	1	Senior Engineer	3/22/04	√	√				
<i>Finance</i>	1	Meter Technician	7/30/03	√	√	√			
	1	Director of Finance	10/21/03	√	√	√			
<i>P&amp;R</i>	1	Custodian	1/6/04	√	√	√			
	1	Aquatics Supervisor	3/29/04	√					
	1	Fitness Supervisor	3/29/04	√					
<i>P &amp; Z</i>	1	Zoning Inspector	2/20/04	√	√	√			
	1	Zoning Inspector	3/5/04	√	√	√			
<i>Police</i>	2	Police Officer	7/1/03	√	√	√	√		
	1	Police Officer	10/15/03	√	√	√	√	√	
	1	Police Officer	2/15/04	√	√				
	1	Communication Technician	2/15/04	√	√				
	1	Police Officer	3/4/04	√	√				
<i>Util Admin</i>	1	Senior Engineer	7/1/02	On hold*					
<i>Util Lines</i>	1	Util Maintenance Worker II	11/10/03	√	√				
	1	Inspector	2/13/04	√	√	√			
<i>Water Supply</i>	1	Sr. Water Plant Operator	3/1/04	√					
<b><u>TOTAL</u></b>	23								

\*On hold = Department is not actively recruiting this position.

\*\*Frozen = Department has identified this position to remain vacant for the rest of the fiscal year for budgetary reasons.

R. S. Noe